



STATE OF MARYLAND
BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS
MINUTES OF THE MEETING HELD ON:
Thursday, May 17, 2018 At
Wye Island NRMA, Queenstown, MD

1
2 *****
3 MISSION OF THE MARYLAND BOARD OF WATERWORKS & WASTE SYSTEMS OPERATORS
4 The Treatment Systems that provide drinking water for our citizens and handle the wastes generated by
5 our daily activities play an important role in protecting Public Health and the Environment of Maryland.
6 Through the Certification Program established by State Law, the “Board of Waterworks and Waste
7 Systems Operators” sets the education, experience and examination standards for Operators and
8 Superintendents who work in these vital systems.
9 *****

10
11 **BOARD MEMBERS PRESENT**
William Shreve Joseph Johnson
Joe Haxton
Dominic Deludos
Dee Settar

12
13
14 **PRESENT LIASONS & GUESTS**
15 Neil Winner Board Staff
16 Stephanie Brown Board Staff
17 Martin Fuhr Board Staff
18 Pam Franks Board Staff
19 Aris Evia Board Counsel
20 Karen Brandt MCET Liaison
21 DJ Shannahan WQA Representative
22 Ed Hogan TRE Committee / METCOM Liaison
23 Erin Bensen Board Counsel Intern

24
25 **Not Present**
26 Bruce Darner Board Member
27 Dr. Russell Kelley Board Member
28 Nancy Hausrath Board Member
29 Jack Bowen MRWA Liaison
30 Hiram Tanner CWEA Liaison
31 Burt Curry WEF Liaison
32 Scott Harmon CWEA Liaison
33 Jay Price AWWA Liaison

34
35
36
37
38

39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85

01. CALL TO ORDER

Board Chairman called the meeting to order at 10:43 AM.

02. AGENDA REVIEW AND ADOPTION OF PROPOSED MEETING AGENDA

There was a change in the Agenda where the Ongoing Business items will be addressed prior to Review and Approval of Prior Meeting Minutes. It was moved by Joseph Johnson and seconded by Dee Settar to adopt the proposed changes of the meeting agenda. Motion carried.

A. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

Board Members reviewed the February 22, 2018 draft meeting minutes. After review, it was moved by Joseph Johnson and seconded by Dominic Deludos to approve the minutes as amended with the necessary corrections completed. Motion carried. Board Members reviewed the April 19, 2018 draft meeting minutes. It was moved by Joseph Johnson and seconded by Dominic Deludos to approve the minutes as amended with the necessary corrections. Motion carried.

03. BOARD CHAIRMAN’S COMMENTS

Board Chairman thanked Board Members and Liaisons for attending today’s meeting.

04. SECRETARY’S REPORT

A. Report on Board’s Administrative Activities

As of April 30, 2018, appropriations for fiscal year 2018 are \$219,074.00. Expenses are \$211,194.57, revenue is \$154,615.00 and the encumbrance is \$26,401.00. Neil Winner gave a breakdown of appropriations for fiscal year 2018.

B. Report on Examination Results

1. Please refer to Attachment A.
2. Demographic Statistics of Exam Results
3. The Board staff gave year to date percentages of operators taking exams stating an overall 45% pass rate for the month of April. Board suggested tracking number of attempts per category and size of utilities to the demographics. Karen Brandt suggested the possibility of exams given on site; having board staff assist with proctoring exams.

C. Board Appointments

Board discussed (3) three vacancies, outlining that each Board member should be a certified as an operator. Board reviewed the application process to include: Ethics evaluation and submit curriculum vitae. Board council stated that some board members serve at the pleasure and some positions are appointed by the Governor.

05. REVIEW OF APPLICATIONS

1. **Wayne Gleason:** Requested Education Substitution towards his Class 2 Wastewater Collections Operator Certification. Board Staff recommended Mr. Gleason be granted one year of Education Substitution towards his Operator experience requirement. Joe Johnson moved to accept Board Staff’s recommendation and was seconded by Joe Haxton. Motion carried.

- 86 2. **Ralph Bond III:** Requested Experience Credit towards his Class 2 Wastewater Collections
87 Operator Certification. Board Staff recommended Mr. Bond be granted one year towards the
88 Operator experience requirement. Joe Haxton moved to accept Board Staff's recommendation and
89 was seconded by Dee Settar. Joe Johnson recused himself from the discussion and voting. Motion
90 carried.
91
- 92 3. **Dwayne Arnett:** Requested Experience Credit towards his Class 2 Wastewater Collections
93 Operator Certification. Board Staff recommended Mr. Arnett be granted one year towards the
94 Operator experience requirement. Joe Haxton moved to accept Board Staff's recommendation and
95 was seconded by Dee Settar. Joe Johnson recused himself from discussion and voting. Motion
96 carried.
97
- 98 4. **Dean Serman and Clarence Quillen: Neil Winner**
99

100 **06. COMMITTEE REPORTS**

101 **A. Training Review and Evaluation (TRE) Committee**

102 Board reviewed and made corrections to the first draft of the training purge letter. This letter
103 will be sent to training sponsors in order to help the Board update the Board-approved
104 training records greater than ten years old. A second draft will be provided to the Board for
105 review at the June meeting.
106
107

108 **07. ON-GOING BUSINESS**

109 **A. Operator Certification Process**

110 1. See Attachment B- ABC Presentation Summary

111 Board discussed revising the needs to know to assist operators with the certification process.
112
113

114 **B. ABC Exam Process Follow-up**

115 Neil Winner will follow-up on Boards requests for copies of exam prescriptions and email
116 to the Board. Board suggested forming an exam review committee for possible streamlining
117 of standardized certification exams. Board suggests a comparison of exams to
118 classifications. Dee Settar stated any changes must be approved by EPA Environmental
119 Protection Agency.
120

121 **08. NEW BUSINESS**

- 122 A. Neil Winner introduced a new process that would streamline the renewal and training
123 process that tracks training hours through online portal database through State
124 Reporting.com to be further discussed at the June meeting.
125

126 **09. DISCUSSION WITH BOARD LIAISONS AND GUESTS**

- 127 A. None to Report
128

129 **10. ADJOURNMENT**

130
131 Joe Johnson moved to adjourn the meeting at 1:30 P.M. The next meeting will be held on **June 21, 2018,**
132 **10:00 A.M., at Howard County Bureau of Utilities, Columbia, MD, 21045.**